

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



VACANCY ANNOUNCEMENT

Title: General Maintenance

Division: Administrative Services – Building & Grounds

Headquarters: Guthrie Agricultural Center, Charleston, WV

Salary: \$28,000 - \$31,000

Send WVDA Application & Resume to: Tom Hudson, Human Resource Specialist
West Virginia Department of Agriculture
1900 Kanawha Boulevard, East
Charleston, WV 25305-0170
Phone: 304-558-2221
E-mail: thudson@wvda.us

Closing Date: Open until filled

Note:

To be considered for employment, a West Virginia Department of Agriculture Application must be submitted. Applications may be obtained at:

<http://www.agriculture.wv.gov/Resources/>

Nature of Work: Must have general knowledge in carpentry, HVAC, plumbing, electrical, masonry and other maintenance work as needed.

Examples of Work:

- ♦ Repair and replace lighting fixtures, bulbs, and ballasts and assists in installation of electrical equipment.
- ♦ Repair and replace walls, floors, doors, locks, windows, and furniture.
- ♦ Repair and replace metal and shingle roofing structures and coverings.
- ♦ Install and repair flooring, tile, cove base, and drop ceiling.
- ♦ Build concrete forms and assist with pouring and finishing concrete.
- ♦ Practice safety techniques and procedures on the job and in the shop to prevent fires and provide safety for self and others in the area; utilize knowledge of the trade, knowledge of safety standards, signs, barricades and safety equipment; wear safety glasses, shoes, belts and masks appropriate for the task.
- ♦ Perform a variety of unskilled and semi-skilled work or assist a skilled worker, in plumbing, electrical, HVAC, and masonry skills. Repairs also include but are not limited to: toilet repairs, painting, roofing, tree trimming and digging.

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170

physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov

- ♦ Participate in snow removal by removing snow and ice from building entrances, walks, parking lots, and other designated areas assigned by supervisor using motorized equipment and hand tools.
- ♦ Perform grounds maintenance including grass cutting, sod repair, and flower bed preparation; using hand equipment, mowers, weed trimmers, riding mowers, and backhoe.
- ♦ Move furniture, load, and unload supplies.
- ♦ Other duties as assigned.

Working Conditions: Standing, bending, squatting, crawling, climbing, kneeling, reaching over head, lifting over 50lbs, pushing/pulling, sitting, driving, walking, outside work, and exposure to inclement weather, contact with water and dust, working from heights, limited exposure to, natural gas, construction materials i.e.; caulks, concrete, fiberglass, & paints.

Required Knowledge, Skills and Abilities:

- ♦ Knowledge of the qualities, adaptability and uses of various materials used for repairs.
- ♦ Knowledge of occupational hazards and safety rules and regulations of the work.
- ♦ Ability to select and wear appropriate personal protective equipment for assigned job.
- ♦ Knowledge of the standard practices and methods of the building and maintenance trade.
- ♦ Knowledge and ability to use tools and materials in repairing and constructing activities.
- ♦ Ability to understand and follow oral and written instructions.
- ♦ Skill in the use of various hand tools and power tools.
- ♦ Ability to read and work from blueprints, drawings, or sketches.
- ♦ Ability to estimate quantity and cost of materials needed to complete a project.
- ♦ Ability to perform physically demanding tasks.
- ♦ Working knowledge of plumbing, carpentry, electrical, HVAC, grounds keeping, and masonry skills preferred.

Minimum Qualifications:

- ♦ High school diploma or equivalent preferred.
- ♦ Two years of full-time or equivalent part-time experience in maintenance or as a helper in a building trade.
- ♦ Valid driver's license.
- ♦ Dependable transportation.
- ♦ Physical ability to lift and maneuver 50 lbs.
- ♦ Pre-employment drug and alcohol testing.
- ♦ Pre-employment law enforcement background investigation including DMV records.

Must maintain a positive image of the Commissioner, West Virginia Department of Agriculture, and the State of West Virginia.